STARS MANUAL

INDEX

INTRODUCTION

This chapter will show you how to enter Index information into STARS. However, if you do not have authority to do so, it will also tell you how to complete the Index-24 form. Descriptions of the data elements used on the Index are provided. In order to use Indexes, be sure you are familiar with information in the Classification Structure chapter.

- You must know your agency's Organization structure requirements.

- You must know your PCA structure, as well as how your agency uses it for reporting.

- You must know if your Index should look up a Grant and how to find it on STARS.

- You must know if your Index should look up a Project and how to find it on STARS.

CURRENT REVISIONS

March 3, 2005 the PRI indicator was added for payroll. Update reflects screen revisions and descriptive information.

INDEX - WHAT IS IT

The Index Code Table provides the means for recording accounting data at various levels of organizational detail. This table provides a simple method of reducing the quantity of data entry coding required on transactions.

The STARS classification structure provides for five levels of internal organizational classification which are Agency, Division, Bureau, Section, and Unit. The Index Code is a four-digit code that identifies an organizational element within the structure of your agency. You should assign one to each of the lowest level reporting categories.

Data elements such as Budget Unit, PCA, Fund, Organization Reporting Category, Project, Grant, Facility, Task and Location may be coded as elements which can be retrieved (looked up) by the Index Code.

State of Idaho   **Statewide Accounting and Reporting System**
Office of the State Controller   **STARS Manual**
Division of Statewide Accounting

REQUIREMENTS

1. The agency defines the organization structure necessary before assigning the Index Codes. Prepare an organization chart that illustrates the hierarchical relationship between Agency, Division, Bureau, Section and Unit. See the Classification Structure chapter for more information on organization structure.

2. Assign unique Index Code numbers to each of the lowest level organizational units in the chart. You should develop a numbering convention to use for your Index Codes. This should be in conjunction with the organization structure scheme.

3. Determine if a Budget Unit (BU) will be associated with each Index Code. If you are Index-driven, you would normally put the budget unit on the Index Code. If you are PCA-driven, the budget unit should normally be put on the PCA.

4. Determine if a fund will be associated with each Index Code. If you are Index-driven, you would normally put the fund on the Index Code. If you are PCA-driven, the fund should normally be put on the PCA.

5. Prepare and code Descriptor Table entries for each organizational category using the Descriptor Table Maintenance Forms. You must complete your Descriptor Tables that define the organizational structure before completing the Index Code Table Maintenance Form. See the Classification Structure chapter for more information on organization structure.

6. Be sure other table entries for the Fund and other optional codes, as required, are entered.

7. Determine the organization level at which you will track and/or control allocations.

8. Determine if a Program Cost Account (PCA), Project, Grant, Task, Facility, Location or Organization Reporting Category will be related to an Index Code and if so, complete the related forms.

9. Code the Index Code Table Maintenance Form (INDEX-24).

RELATIONSHIP TO OTHER TABLES

STARS uses the Descriptor Tables to validate the elements of the organization structure and other classification elements included in the Index Code Table. The Budget Unit Table, the Program Cost Account Table, the Project Control Table and the Grant Control Table are also used to validate the Budget Unit, PCA, Project Number, and Grant Number (when coded).

INDEX DATA ELEMENTS

See the Classification Structure chapter for more information on organization structure.

INDEX – UNDERSTANDING THE BASICS

STARS requires most of the transactions to have both a four-digit Index and a five-digit PCA. The Index codes used by your agency to identify certain organization (Index) structure. The Indexes are "short-cut" keys that help decrease the amount of data fields you have to enter. Since many of your transactions require posting to the same data fields time after time, these "short-cut" keys can be set up to automatically enter (lookup) the same data element information each time you use them.

Most agencies are either PCA-driven (where the PCA automatically enters the Index) or Index-driven (where the Index automatically enters the PCA). Some agencies are both. The system can generate different levels of reports for your agency based on the agency structure that you attach to these "look up" keys.

Your agency normally sets these up at the first of each year. However, additions and some changes can be made during the year. See the Classification Structure chapter for more information on Indexes and the Organization structure connection.

INDEX CODE TABLE MAINTENANCE S024 – HOW TO COMPLETE

INDEX-24 FORM

If you do not enter Index information into STARS yourself, you can use an online form to send to the SCO. Click here to locate and open the online INDEX-24 PDF form. Instructions for the form are also available on that page. To help with the process, the coding form is similar to the Index Code Table Maintenance Screen of STARS.

Many of the agencies enter their own Index codes instead of submitting them to the State Controller's Office for data entry. However, those agencies that accept this responsibility also accept the responsibility for fixing any problems that may arise due to their data entry.

INDEX CODE TABLE MAINTENANCE - S024 SCREEN DATA ENTRY INSTRUCTIONS

You can find and/or enter your agency's Index Codes by using the Table 24 screen:

```
VERSION 3.1           STARS--INDEX CODE TABLE MAINTENANCE/INQUIRY        S024

FUNCTION:   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000 INDEX:           BFY:                              PRI:

TITLE:

DIVISION:   BUREAU:    SECTION:      UNIT:

BUDGET-UNIT:                    PCA:           ALLOC ORG LVL IND:

    FUND:              FUND DETAIL:       ORG REPORT CATEGORY:

 PROJECT-NO:           PROJECT-PHASE:             CONVERTED-ORG:

   GRANT-NO:           GRANT-PHASE:

   FACILITY:                  TASK:      LOCATION:

EFF-START-DATE:          EFF-END-DATE:         LAST-PROC-DATE:
```

The following tables describe the data elements on the S024 screen.

Data Element	Description
FUNCTION	Enter the one-character Function code. **A -** ADD a new record **C -** CHANGE an existing record DELETE is not used. Put an end date on the Index to stop usage and/or eliminate table rollover into the next fiscal year.

Once saved, the following elements cannot be changed (Control Key)

Data Element	Description
AGENCY	Be sure your three-digit Agency code is on the first line of the form.
INDEX	Enter a four-digit Index code, which uniquely identifies the lowest level of the Organization structure.
BFY	Enter the two-digit Budget Fiscal Year to identify the fiscal year of the Index Code. This should not be greater than the current fiscal year or next fiscal year after table rollover.

Data Element	Description
Data Element	Description
PRI	**Y** – Yes. Will show on IPOPS or I-TIME **N** – No. Will not show on IPOPS or I-TIME
TITLE	Enter the Index Title, up to forty characters. Do not leave this blank.

The following data elements are Information or Lookup elements used to reduce manual data entry. Also, for these data elements (or indicators) it is important to understand their implications before you enter them. You have to make adjustments if you incorrectly enter or change them. **WARNING**:

- Once you enter these indicators, you should not change them. However, if you need to make a change, we recommend that you make the change on the Index for the new fiscal year.

- The level you use will be the level displayed on the online File Inquiry screens.

- If a high degree of detail is required for reporting purposes then this indicator must reflect that degree of detail. Reports can be produced with information at more summarized levels, but reports cannot be ordered for a lower level of detail then is posted to the file. This level should be the lowest level of detail that you may want on your reports and online.

Data Element	Description
DIVISION	Enter the two-digit Division code or leave blank. If entered, the AGENCY-DIVISION combination must already be in the Division (D03) descriptor table.
BUREAU	Enter the two-digit Bureau code or leave blank. If entered, the AGENCY-DIVISION-BUREAU combination must be in the Bureau (D04) descriptor table.
SECTION	Enter the two-digit Section code or leave blank. If entered, the AGENCY-DIVISION-BUREAU-SECTION combination must already be in the Section (D05) descriptor table.
UNIT	Enter the two-digit Unit code or leave blank. If entered, the AGENCY-DIVISION-BUREAU-SECTION-UNIT combination must already be in the Unit (D06) descriptor table.
BUDGET-UNIT	Enter the four-character Budget Unit code or leave blank. If entered, it must be in the Budget Unit Table (table 20).

Data Element	Description
PCA	Enter the five-digit Program Cost Account number or leave blank. If entered, it must be in the Program Cost Account (PCA) table 26. If you are Index-driven, this should be entered.
ALLOC ORG LVL IND	Enter the one-character Allocation Organization Level Indicator that indicates the level of Organization and Fund at which you want to post and/or control your allocation for this Index.
	The Index Table usually contains data below the level required for appropriation control. This must be at least to the level of appropriation control.
	Additionally, this indicator designates if you want the allocation posted/controlled by Fund. You must enter the organization levels on the Index to at least the level of the Allocation Organization Level Indicator. For example, if level 'C' is used, you must enter the AGENCY and DIVISION.
	FUND - ORGANIZATION
	0 – No FUND, No Organization level
	1 – No FUND, AGENCY level
	2 - No FUND, DIVISION level
	3 – No FUND, BUREAU level
	4 – No FUND, SECTION level
	5 – No FUND, UNIT level
	6 – No FUND, INDEX level
	-OR
	A – By FUND, No Organization level
	B – By FUND, AGENCY level
	C – By FUND, DIVISION level
	D – By FUND, BUREAU level
	E – By FUND, SECTION level
	F – By FUND, UNIT level
	G – By FUND, INDEX level

Data Element	Description
FUND	Enter the four-digit Fund or leave blank. If entered, it must be in the Fund (D22) descriptor table and on the budget unit you use.
FUND DETAIL	Enter the two-digit Fund Detail or leave blank. If entered, it must be in the Fund Detail (D23) descriptor table.
ORG REPORT CATEGORY	Enter the four-digit Organization Reporting Category or leave blank. If entered, it must be in the Organization Reporting Category (D43) descriptor table.
PROJECT-NO/ PROJECT-PHASE	Be aware that information in the Index reports may be for multiple projects/phases. Enter the six-character Project Number and the two-alphanumeric Project-Phase or leave both fields blank. If entered, it must be in the Project Control (PC table 27). This data element may be used to force your agency to manually input a project number by setting up a dummy project with an end date (project number 999999-99).
CONVERTED-ORG	Not currently used
GRANT-NO/ GRANT-PHASE	Be aware that information on the Index reports may be for multiple grants/phases. Enter the six-character Grant Number and the two-digit Grant-Phase or leave both fields blank. If entered, it must be in the Grant Control (GC - table 29). This data element may be used to force your agency to manually input a grant number by setting up a dummy grant with an end date (grant number 999999-99).
FACILITY	Be aware that the Index reports may be for multiple facilities. Enter the four-character Facility code or leave blank. If entered, it must be in the Facility (D26) descriptor table
TASK.	Be aware that the Index reports may be for multiple tasks. Enter the four-character Task code or leave blank. If entered, it must be in the Task (D27) descriptor table
LOCATION	Be aware that the Index reports may be for multiple locations. Enter the six-character Location code or leave blank. If entered, it must be in the Location (D36) descriptor table

Start and End Dates are included to open and close the Index for posting financial transactions and year-end rollovers:

Data Element	Description
EFF-START-DATE	Enter the six-digit Effective Start Date (MMDDYY) or leave blank. Identifies when the Index Code becomes effective. You cannot make postings to this Index before the effective start date. If left blank, postings can begin at any time.
EFF-END-DATE	Enter the six-digit Effective End Date (MMDDYY) or leave blank. Identifies when an Index Code ceases to be effective. You cannot make postings to this Index after the effective end date. If left blank, you can post at any time. If you do not want this Index rolled forward into the next fiscal year, put a 06-30-XX end date on before table rolls.

INDEX- HOW TO ADJUST

IMPORTANT: If you enter Index controls incorrectly, correcting the Index table will not correct the transactions that have already processed in STARS. To correct prior postings, you would need to complete the following steps:

DAY 1 – REVERSING THE INCORRECT TRANSACTIONS

1. You should set this table to the incorrect controls.
2. You must enter adjusting entries to reverse out the posted transaction.
3. You must release the batch for processing in the nightly processing,

WARNING: You should not release any other batches for that day that might post to the incorrect Index information. If you do, they will process under the incorrect controls and will have to be reversed.

DAY 2 – RE-ENTERING THE OLD TRANSACTIONS

1. You should set this table to the correct controls.
2. You must enter adjusting entries to re-post the old transactions to the correct controls.
3. You can release the batch, as well as other batches you have held, for processing in the nightly processing.

NOTE: If you are making the change upward, you may be able to leave the old data as is and request your reports at the higher level. However, your on-line information for those transactions already posted would be at the lower level and would not combine on the on-line screens.

INDEX REPORTS – WHAT ARE THEY

DAFR6640	**Organization/Index Hierarchy**
	Lists all of the organization structure including, agency, division, bureau, section, unit, and the corresponding index within each structure hierarchy. You can request this report for one or multiple fiscal years using SS1 for the four-digit beginning fiscal year and SS2 for the four-digit ending fiscal year. This will report only that organization structure which has not been purged.
DAFR8500	**Index Code Table Listing**
	Lists all index codes on the index code table with all the "lookup" structure information.

Other Index Related Reports:
To see the types of reports that have Index information on them, please see the end of other chapters in this manual, for example, Expenditure and Disbursements chapter or the Cash Receipts chapter.